

# Audit Report

## **District Health Department #4 WIC Program**

October 1, 2004 – September 30, 2005



Office of Audit  
Quality Assurance and Review Section  
March 2007



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JANET OLSZEWSKI  
DIRECTOR

March 28, 2007

John Bruning, Health Officer  
District Health Department #4  
100 Woods Circle  
Alpena, Michigan 49707

Dear Mr. Bruning:

Enclosed is our final report from the Michigan Department of Community Health (MDCH) audit of the District Health Department #4 WIC Program for the period October 1, 2004 through September 30, 2005.

The final report contains the following: description of agency; funding methodology; purpose; objectives; scope and methodology; conclusions; and Statement of MDCH Grant Program Revenues and Expenditures. No exceptions were noted during our review.

Thank you for the cooperation extended our auditors.

Sincerely,

A handwritten signature in cursive script that reads "Debra S. Hallenbeck".

Debra S. Hallenbeck, Manager  
Quality Assurance and Review  
Office of Audit

cc: Alethia Carr, Director, WIC Division  
David Figg, Audit Manager, Office of Audit

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## **DESCRIPTION OF AGENCY**

The District Health Department #4 (Health Department) is governed under the Public Health Code, Act 368 of 1978. The Health Department is a Special Revenue Fund of Alpena County, and the administrative office is located in Alpena, Michigan. The Health Department operates under the legal supervision and control of the Board of Health, which is comprised of commissioners of the counties of Alpena, Cheboygan, Montmorency and Presque Isle. The Health Department provides community health program services to the residents of these four counties. These service programs include: Food Service Sanitation, On-Site Sewage, Drinking Water, Vision Screening, Hearing Screening, Immunizations, General Communicable Disease, AIDS/HIV Prevention, Family Planning, Breast and Cervical Cancer Control Program (BCCCP), Children's Special Health Care Services (CSHCS), Bioterrorism/Emergency Preparedness, Child Health, and Women Infants and Children (WIC) Supplemental Food Program.

## **FUNDING METHODOLOGY**

The Health Department services are funded from local appropriations, fees and collections, and grant programs. The Michigan Department of Community Health (MDCH) provides the Health Department with grant funding monthly, based on Financial Status Reports, in accordance with the terms and conditions of each grant agreement and budget.

Grant funding from MDCH for the WIC Program is federal funding under federal catalog number 10.557, and is first source funding, subject to performance requirements. That is, reimbursement from MDCH is based upon the understanding that a certain level of performance (measured in caseload established by MDCH) must be met in order to receive full reimbursement of costs (net of program income and other earmarked sources) up to the contracted amount of grant funds prior to any utilization of local funds.

## **PURPOSE AND OBJECTIVES**

The purpose of this audit was to assess the WIC Program internal controls and financial reporting, and to determine the MDCH share of WIC Program costs. The following were the specific objectives of the audit:

1. To assess the Health Department's effectiveness in establishing and implementing internal controls over the WIC Program.
2. To assess the Health Department's effectiveness in reporting their WIC Program financial activity to MDCH in accordance with applicable MDCH requirements and agreements, applicable federal standards, and generally accepted accounting principles.
3. To determine the MDCH share of costs for the WIC Program in accordance with applicable MDCH requirements and agreements, and any balance due to or due from the Health Department.

## SCOPE AND METHODOLOGY

We examined the Health Department's records and activities for the fiscal period October 1, 2004 to September 30, 2005. We performed our review procedures primarily in October 2006 and February 2007. Our review procedures included the following:

- Reviewed the most recent Alpena County Single Audit for any WIC Program concerns.
- Completed the internal control questionnaire.
- Reconciled the WIC Program Financial Status Report (FSR) to the accounting records.
- Reviewed payroll, indirect cost and other cost allocations for reasonableness, and an equitable methodology.
- Reviewed equipment inventory methodology.
- Reviewed WIC coupon inventory controls.

Our audit did not include a review of program content or quality of services provided.

## CONCLUSIONS, FINDINGS AND RECOMMENDATIONS

### INTERNAL CONTROLS

**Objective 1:** To assess the Health Department's effectiveness in establishing and implementing internal controls over the WIC Program.

**Conclusion:** The Health Department was effective in establishing and implementing internal controls over the WIC Program. No internal control exceptions were noted.

### FINANCIAL REPORTING

**Objective 2:** To assess the Health Department's effectiveness in reporting their WIC Program financial activity to MDCH in accordance with applicable MDCH requirements and agreements, applicable federal standards, and generally accepted accounting principles.

**Conclusion:** The Health Department reported its WIC Program financial activity to MDCH in accordance with applicable MDCH requirements and agreements, applicable federal standards, and generally accepted accounting principles. No financial reporting exceptions were noted.

## **MDCH SHARE OF COSTS**

**Objective 3:** To determine the MDCH share of costs for the WIC Program in accordance with applicable MDCH requirements and agreements, and any balance due to or due from the Health Department.

**Conclusion:** The MDCH obligation under the WIC Program for fiscal year ended September 30, 2005, is \$240,202. The attached Statement of MDCH Grant Program Revenues and Expenditures shows the budgeted, reported, and allowable costs. The audit made no adjustments affecting WIC grant program funding.

**District Health Department #4**  
**WIC Supplemental Food Program**  
**Statement of MDCH Grant Program Revenues and Expenditures**  
**10/1/04 - 9/30/05**

	<b>BUDGETED</b>	<b>REPORTED</b>	<b>AUDIT ADJUSTMENT</b>	<b>ALLOWABLE</b>
<b>REVENUES:</b>				
MDCH Grant	\$240,202	\$240,202 <b>1</b>	\$0	\$240,202
Local and Other Funds	\$25,496	\$75,293	\$0	\$75,293
<b>TOTAL REVENUES</b>	\$265,698	\$315,495	\$0	\$315,495
<b>EXPENDITURES:</b>				
Salary and Wages	\$121,862	\$146,716 <b>2</b>	\$0	\$146,716
Fringe Benefits	\$51,182	\$62,498 <b>2</b>	\$0	\$62,498
Equipment	\$0	\$0	\$0	\$0
Contractual	\$0	\$0	\$0	\$0
Supplies	\$3,300	\$2,933	\$0	\$2,933
Travel	\$4,500	\$6,280	\$0	\$6,280
Communications	\$3,973	\$3,668	\$0	\$3,668
Space Cost	\$16,802	\$19,073	\$0	\$19,073
Other Expense	\$500	\$100	\$0	\$100
Indirect Cost	\$42,500	\$50,650	\$0	\$50,650
Nursing Administration	\$21,079	\$23,577	\$0	\$23,577
<b>TOTAL EXPENDITURES</b>	\$265,698	\$315,495	\$0	\$315,495

**1** Actual MDCH payments provided on a performance reimbursement basis.

**2** Excess budget deviations were funded by local funds.